
Project Management Office

High Level Test Plan for Grants, Contracts, and Loans Management System

Final
Version 1.7
July 29, 2008

Overview

Project Objectives

Better information for better decisions and better results:

- Comprehensive and current information about the state's grants, contracts, loans, and vendor/contractors;
- Improved ability to monitor, measure and report on the effectiveness of awarded grant, contract and loan projects to achieve expected results, in alignment with the state's GMAP initiative;
- Improved collaboration across grant, contract, loan making agencies;
- Visibility into the entire sub-grant and agreement management processes from beginning to end;
- Improved aids to planning, budgeting, and accountability; and
- Ability to quantify unmet service delivery needs, by capturing data about eligible applications that exceed available funding.

Faster, better business processes:

- Enterprise-wide adoption of best practices under a common framework;
- Automation of end-to-end business process for grant, contract, and loan activities;
- Performance metrics that can be used for continuous process improvement;
- Elimination of duplicate data entry;
- Elimination of manual agreement tracking spreadsheets;
- Fewer errors; and
- Less time spent responding to public disclosure requests to the extent data can be made directly available to the public or can be more easily compiled via the Grants, Contracts, and Loans Management (GCLM) system.

Reduced risks:

- Frees up staff time to focus on agency priorities and high risk areas;
- Standardized, controlled agreement content;
- Shared access to vendor performance data;
- More proactive monitoring of agreements due to timely alerts during the agreement management life cycle;
- Improved audit compliance;
- Easier compliance with records management regulations; and
- Improved disaster recovery and system/data backup as an enterprise system.

Improved customer service:

- Easy access to the state's grant, contracting, and loan opportunities through an enterprise portal;
- Increasingly standardized registration, application, and reporting business processes for grants, loans and contracts;

- Automated processes for application, registration, progress reporting, and requesting payment;
- Self-management of vendor registration information, for use by all agencies; and
- On-line access to information about the status of applications, agreements, reports, and payments.

Reduced costs:

- Elimination of duplicative grant, contract, and loan management systems over time; and
- More efficient grant, contract, and loan management processes.

System Description

The GCLM system will help the State of Washington agencies make available dollars they have for various projects to help the state meet its business objectives. The major pieces of the system are the Core (Find/Apply, Evaluate/Award, Agreement, Monitor Program, and Administer System), the Provider Registration module, and Financial module. The State is procuring a Commercial off the Shelf software (COTS) package called O&PEN that will meet their needs.

Plan Objectives

The test plans for this project will consist of three documents.

1. This document is the High Level GCLM Test Plan, which will reference the other two test plans – the GCLM System Test Plan and GCLM User Acceptance Test Plan. References will be added as the other plans are completed.
2. The GCLM System Test Plan will cover:
 - Functionality provided by the Sierra/OGMA team
 - Integration testing
 - System Testing
3. The GCLM User Acceptance Testing (UAT) Plan will be executed by testers, Subject Matter Experts, providers and project team members at different testing locations. UAT will be done after system testing is successfully completed. The location of the UAT plan is in Sharepoint at [Agreement Management > Project Management > 2-Planning_and_Execution > Testing](#)

References

The **RFP** published on 8/15/2007 can be found in sharepoint at [Agreement Management > Project Management > 2-Planning_and_Execution > Contractor > RFP > RFP_Finalized_Documents > RFP Requirements Agreement Management > Project Management > 2-Planning_and_Execution > Contractor > RFP > RFP_Finalized_Documents > RFP\07-3300_GCLM_AppendixG.xls](#)

Test Scope

Features to be tested

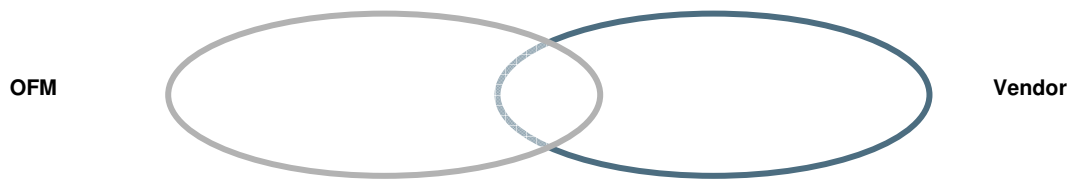
- Data migration/test data
- Manage Custom Fields
- Manage Terms Library
- Manage Forms Library
- Complete Electronic Forms
- Manage System Documents
- Manage Agency Organization Levels
- Manage Workflow
- Creating Opportunities
- Complete and Submit Applications
- Review Applications
- Creating Agreements
- Creating Scoring
- Interface to AFRS(Charter of Account codes and Statewide Vendor registration)
- Financial Module
- Vendor Registration Module
- User roles

Features Not to be Tested

- Interfaces from agencies

Outstanding Test Issues

- Requirements Traceability Matrix methodology needs to be established to associate requirements with the work products that satisfy them. Tests are associated with the requirements on which they are based and the product tested to meet the requirement.
- Data sources for test data (to be determined)
- Data to be designed from scratch (to be determined)



- The Venn diagram is intended to illustrate that OFM will have separate responsibilities from the Vendor. The overlap between the two circles illustrates where OFM and the vendor need to identify and coordinate dependencies on each other in order to complete their parts.

Assumptions

- Before system test begins, the first 45 day evaluation period is over with a “GO” decision.
- Before UAT begins, all unit testing, system, and integration testing must be completed.
- Test data will be identified and loaded in a test database before System Testing begins.
- Test data will be identified and loaded in the test database before UAT begins.
- Security and roles will be in place for testers through all phases of testing
- The application will be ready for testing on schedule
- Assigned testers, Providers and Subject Matter Experts will be available for UAT when needed

Risks

- Risks are recorded in TTPro and can be viewed by using the “GCLM Risk” filter. There is a Risk Management Plan located at \\ofm\GWU\SWFS\Agreement_Mgmt\GCLM\Project_Working_Docs\Project_Management\2-Planning_and_Execution\Risk\ GCLM Risk Management Plan.doc, which discusses the process for managing project risks.

Contingencies

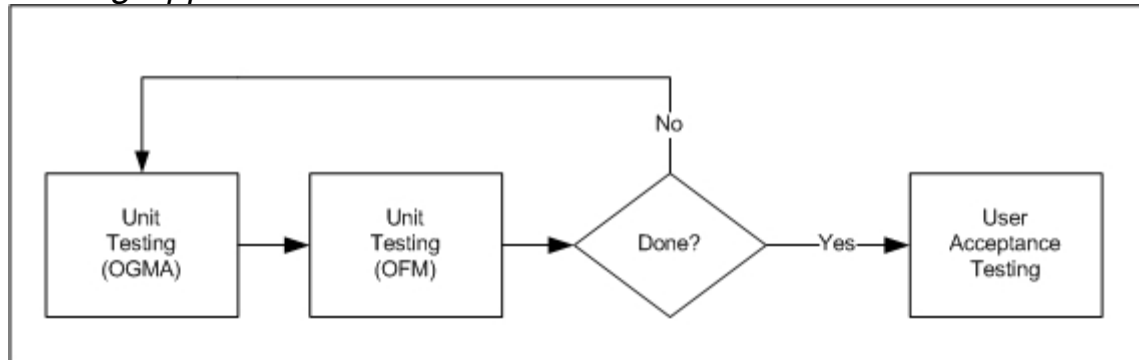
- GCLM is successfully implemented in a test environment
- Staff are available to complete testing activities

Constraints

- Although it is a test objective to test all functional requirements, it is doubtful all of them will be tested during system testing. It is expected every functional requirement will be tested by the completion of UAT.

Test Methodologies

Testing Approach



SystemTesting activities include:

- Performance
- Stress
- Recovery
- Verify the data migration process
- Usability
- System
- Intersystems test
- Unit testing (to be completed by OGMA)
- User Acceptance Testing - The UAT will include testers, Subject Matter Experts, providers and project team members. UAT will occur at OFM and other test locations. The GCLM team will provide support for those testing the solution and collect their findings for reporting and evaluation purposes. The GCLM team will test portions of the system not covered by UAT participants.
- Definitions for these testing activities are located in sharepointe at:
[Agreement Management](#) > [Project Management](#) > [2-Planning_and_Execution](#) > Testing

Feedback opportunities

- As system testing efforts progress, a “sandbox” will be made available for interested project stakeholders to try out the system. Although this is not a formal means of testing, it is an opportunity for OFM to communicate with the GCLM user community progress on the project. It is also an opportunity for GCLM stakeholders and other interested users to provide input to the GCLM team about functionality, usability and other areas of interest.

Entry and Exit Criteria

Entry and exit criteria will be defined for every phase of testing. Users, project sponsors and GCLM project team will agree on the criteria for final acceptance of the system. At a minimum, these will include:

Entry Criteria

1. Test Logon ID's are created and verified (tested)
2. Test environment is ready for testing
3. OFM received data migration tool(RFP 5.1.6), test data is identified and loaded in the test environment
4. UAT does not start until remaining system testing elements are successfully completed
5. System documentation for the functionality being tested is received, reviewed, and approved by OFM. (RFP 5.1.14)
6. Exit criteria is specified and approved by OFM.
7. All in-scope requirements for deliverable are identified, included, and completed.
8. Dependencies between vendor and OFM are identified
9. Requirements Traceability Matrix is up-to-date
10. A report containing detailed information about a particular release which includes, but is not limited to, work performed and unit test results approved by OFM

Exit Criteria

1. Severity 1 and 2 defects will be fixed, re-tested, and closed to OFM's satisfaction.
2. Severity 3 and 4 defects must have a Vendor proposed action plan approved by the OFM.
3. The training and accompanying materials are provided (RFP 5.1.13)
4. System testing is complete.
5. Summary report – proposed template is in Sharepointe at [Agreement Management > Project Management > 2-Planning_and_Execution > Testing](#)
6. All contractual obligations are fulfilled
7. All functional requirements specified in contract are tested and pass to OFM's satisfaction.
8. Unit, system, performance, and integration testing is successfully completed.(RFP page 7 – testing)
9. ADA testing is completed

Control Procedures

Test cases will be written, modified, stored and executed by test team using Critical Logic's automated testing tools. Manual test cases will be written using excel spreadsheet templates. All test cases will be available for GCLM team review. If

product team desires, business priority will be assigned to each test case. When time becomes an issue, the highest priority test cases will be executed first and the others as time allows.

Test cases marked for regression will be repeated at least once after major bug fixes and new deliverables have been implemented to ensure stable functionality.

The Test Case Matrix will track test cases by name, priority, estimated completion, actual completion and other information as fits each testing cycle or phase. See test case matrix template in sharepointe at: [Agreement Management > Project Management > 2-Planning_and_Execution > Testing\GCLM_TCMatrix_template.xls](#)

All defects will be recorded and tracked in TTPro. The defect identifier will create the defect with an issue type of “bug”, business unit of “Agreement Management”, product of “GCLM” and assign to Product Manager for review. The Product Manager will review the issue, determine a severity using the Defect Severity Levels table below and assign to the Project Manager. Defect reports will be developed by the GCLM tester as reporting needs are defined. Reports will be available to whoever wants them.

The severity rating for defects are :

Defect Severity Levels		
Severity	Category	Definition
1	Showstopper	Causes abnormal end to a program or corrupt data.
2	Major bug	Requirement cannot be met in the system and there is no workaround acceptable to OFM.
3	Normal bug	Function is available but some usability, or system performance is impaired and OFM has agreed to work around it temporarily.
4	Minor bug	Minor typos, wish list suggestions, a nice to have, but not a required change. Would not impact usability in any significant way.

All Severity 1 and 2 defects must be fixed, re-tested and closed to OFM’s satisfaction. In addition, outstanding Severity 3 and 4 defects must have a Vendor proposed action plan approved by the OFM.

The Project Manager will bring the defects to the Project Defect Tracking Team on a daily basis where a team analysis will occur. The team may assign the bug to be fixed or to Analysts for further evaluation. They may also determine it’s not a defect which results in the defect being closed, changed to an issue, a change request, a future enhancement or a risk.

The process for sharing defects between OFM and Sierra/OGMA still needs to be defined.

Testing Objectives

- Does not adversely affect other systems or the existing technology environment.
- Meets or exceeds customer requirements.
- Meets or exceeds technical specifications.
- Functions consistently and reliably.

Test Environment

Hardware

SQL Server 2005 (64 bit)
IIS Servers
Windows operating system

Software/Tools

Critical Logic Tools are:

- DTT – Direct to Test
- TMX
- Test Partner

Location

- Most testing will occur at OFM
- UAT may occur in multiple state agency locations
- Testing outside the firewall and state network will occur in OFM's test lab and other state locations to adequately fulfill testing objectives

Staffing and Training

Lead Software System Tester
Christi Johnson

Contract Tester
Critical Logic

| Subject Matter Experts
Jackie Woodson
Jenny Greenlee
Lydia Lindwall
Laura Lowe
Jeff Nejedly
Matthew Ojennus
Leslie Hafford
Mary Soderquist

Cindy Trambitas
Ecology fiscal (to be determined)
Scott C from Recreation Committee for the Outdoors

Training

Project Team

Doug Beam
Owen Barbeau
Christi Johnson
Travis Nation
Jason Henderson
Liz Saylor
John Toohey, CTED
Gary Zeiler, Ecology
Laura Wood, OFM
Daniel Scavezze, Ecology

System Administrators (to be determined)

Super Users(up to 15)

Test Data

Data source from the Departments of Ecology (ECY) and Community, Trade, and Economic Development (CTED) have not been decided on. Some possibilities are C & G Payables at ECY and CASO at CTED. No plan for migrating data for testing purposes exists. In addition, the *interim* Enterprise Contracts Management System (/ECMS) will eventually be migrated to GCLM, however, it is not clear if data from /ECMS will be used for testing purposes.

Migrating data from other sources may not fulfill all the required data needs in order to test this system effectively. In that case, effort will also go into designing the data from scratch and developing a method for loading the data in the database.

Test Schedule

The project work plan is located in sharepointe at: [Agreement Management > Project Management > 2-Planning_and_Execution > Scheduling_and_Staffing](#)

Acceptance

We, the undersigned project members, have reviewed this document and approve its contents:

Name and Title	Signature	Date
Sadie Rodriquez-Hawkins Executive Sponsor		
Jan Marie Ferrell Executive Steering Committee		

Polly Zehm Executive Steering Committee		
Allen Schmidt OFM Business Manager		
Doug Beam OFM Project Manager		
Carol Baque Sierra/OGMA Project Manager		

Appendix A: Revision History

<u>Revision</u>	<u>Date</u>	<u>Author</u>	<u>Description of change</u>
1.0	8/1/2007	Christi Johnson	First Draft
1.1	10/22/2007	Christi Johnson	Updates from first team e-mail review
1.2	11/14/2007	Christi Johnson	Updates from final team review
1.3	1/16/2008	Christi Johnson	Updates from UAT team review, update links
1.4	1/24/2008	Christi Johnson	Update from team review with Sierra
1.5	3/5/2008	Christi Johnson	Updated document for team review to finalize entry/exit criteria
1.6	3/10/2008	Christi Johnson	Finalized entry/exit criteria
1.7	7/29/08	Anwar Wilson	Changed Susan Dodson to Owen Barbeau.